

A. MAJOR DUTIES

Performs simple routines in support of research projects. Such duties involve very simple repetitive tests, procedures, routines, or operations which require little knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Laboratory -- prepares routine media, and solutions, by weighing and measuring constituents according to established methods; uses common laboratory equipment and apparatus such as autoclaves, sterilizers, centrifuges and homogenizers; prepares labels for specimens; maintains work area in a neat and orderly manner and may wash or clean other laboratory equipment. Assists in other closely related duties.

Field -- performs simple repetitive tasks incidental to the research project; assists in plot preparation and maintenance, plant harvesting and sample preparation and maintenance, as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insect traps, keeping simple records of work accomplished, etc.

Greenhouse -- performs simple repetitive tasks incidental to the research project such as watering, fertilizing, weeding, potting, and maintaining plants. Maintains work area in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-2: 200 pts)

Knowledge in the use of various laboratory glassware, cleaning solutions, cleaning apparatus, and cleaning methods.

Knowledge of terminology of certain laboratory glassware and equipment.

Ability to accurately measure and mix common chemical solutions.

Knowledge of basic biological laboratory terminology.

Ability to read simple instructions and write legibly.

Knowledge of laboratory procedures and simple routines.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

All assignments are clearly defined and made with clear, specific, detailed

instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. **GUIDELINES** (FLD 3-1: 25 pts)

Specific detailed guidelines usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. **COMPLEXITY** (FLD 4-1: 25 pts)

Most assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. **SCOPE AND EFFECT** (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a support service to others; however, it has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS and** (1a: 30 pts)
7. **PURPOSE OF CONTACTS**

Contacts are primarily with other employees within the research location and facilities.

The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts. The facts or information may range from

easily understood to highly technical.

8. **PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

Typically, the incumbent performs the work in a laboratory, field, and/or greenhouse setting. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, bending, and carrying items ranging from lightweight (in laboratory conditions) to moderately heavyweight (in field conditions).

9. **WORK ENVIRONMENT** (FLD 9-1: 5 pts)

The work is performed in a laboratory which involves everyday risks or discomforts which requires normal safety precautions. The work area is adequately lighted, heated, and ventilated.

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS: 355 points
(GS-2 Range: 255-450 points)

August 13, 1996